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Resigning Professionally

- Keep your resignation letter **short, simple and positive**.
- Present your boss with a written resignation letter confirming your notice (typically two weeks) effective immediately and tell him or her simply that:
 - "Another firm has offered me an exceptional opportunity and I have accepted it as I feel it is in my best long-term interest. I appreciate all you and the firm have done for me. I want to thank you for the opportunity of working with you and I hope I can leave with your good wishes."
- You have given your best to the job; you will be missed, especially by those inconvenienced by your leaving.
- Your boss will likely be caught off-guard by your resignation. Let your boss know that you intend to assist him or her in whatever way you can to make the transition a smooth one.
- Keep your conversations simple and concise. The more you say, the more questions you may have to answer.
- Avoid discussion about your new opportunity with your old employer to avoid negative opinions.
- Do not justify your personal goals and decisions.
- Schedule any transition discussions for the following morning when everyone can face your departure after time to absorb and reflect on the news.
- Your boss may want to probe for factors that led to your decision. Constructive criticism is no longer your responsibility and carries a high cost which could jeopardize your good references.
- You want to be perceived as a positive, constructive individual in forward motion. People will remember your last impression.

Sample Resignation Letter

Dear _____,

This letter is to let you know that I am concluding my employment with (company) effective (date).

The time I have spent at (company) has been most rewarding and helpful in my career, and I hope that my contributions to the company have been constructive. My relationship with you has always been professional, warm and results oriented.

I have accepted a position that will enhance my career growth and will expose me to challenges and opportunities that I believe are in my best interest. Should you flatter me with an offer to remain, I could not, under any circumstances, consider it. My decision is irrevocable and final.

(Boss' first name), I have the utmost respect for you and wish nothing but the best for you and (company). If I can be of any special assistance during my final two weeks, please feel free to call on me.

Sincerely,

Name